

MINISTRY OF HEALTH AND SOCIAL SERVICES

DIRECTORATE: PHARMACEUTICAL SERVICES

DIVISION: OPERATION

SUBDIVISION: INVENTORY CONTROL AND WAREHOUSING

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 372, 627 – N\$ 445,325 per annum
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum requirements: National Diploma in Logistics and Supply Chain or Equivalent qualification (NQF 6) plus six (6) years appropriate experience in Administration, Inventory Control & Warehousing of government assets.

Supplementary requirements: Three (3) years should have been at the Chief Administrative Officer Grade 8 level or equivalent. A Bachelor's degree in Business Administration or Public Management or Procurement or Logistics and Supply Chain or Inventory Management and Warehousing. Knowledge and experience in the application of the Public Procurement Act and Asset Management. Candidate must be in possession of Basic Stock Control Certificate by Ministry of Finance Treasury and valid Driver's License.

Key performance areas:

- Coordinate and monitor compliance with Treasury Instructions, inventory management policies, stock control procedures and internal control measures relating to government stores.
- Coordinate and supervise daily inventory management and warehousing activities, including receiving, storing, issuing, and dispatching of stock.
- Ensure compliance with inventory management policies, procedures, SOPs, and internal control requirements.
- Exercise oversight over stock control systems and administrative controls to ensure the safeguarding, accountability and integrity of pharmaceutical and clinical supplies.
- Coordinate and supervise cycle counts, annual stock takes, stock reconciliations, and inventory verification exercises, ensuring variances are investigated, corrective actions are implemented and resolved.
- Maintain oversight of stock control records, stock movement documentation and audit trails to ensure accountability and facilitate internal and external audits.
- Coordinate inspections, spot checks, and supportive supervisory visits to provide guidance and training on inventory and stores management.
- Coordinate the processing of damaged and expired stock and ensure all required Treasury approvals are obtained prior to disposal, write-off or any other authorized action.

- Coordinate the acceptance of donated pharmaceutical and clinical supplies and ensure all required Treasury approvals are obtained prior to receipt and incorporation into stock.
- Liaise with maintenance teams, service providers, and relevant departments to ensure timely resolution of issues.
- Maintain accurate records of maintenance activities and inspections.
- Supervise and provide guidance to the administrative officers to ensure efficient performance of duties.
- Monitor the daily work of subordinate staff to ensure accuracy, timeliness, and adherence to procedures.
- Prepare operational reports for submission to senior management.
- Contribute to the continuous improvement of inventory control and warehousing processes.
- Participate in the development, implementation and review of inventory control procedures, warehouse operational guidelines and Standard Operating Procedures.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS
SUB-DIVISION: INVENTORY CONTROL AND WAREHOUSING**

Post Designation	:	Pharmacist Assistant Grade 10
2x Posts	:	Windhoek (Head office)
Salary scale	:	N\$ 167,481 – N\$ 200,878 per annum
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 13,944 per annum

Minimum requirements: Pharmacist's Assistant Certificate or Pharmaceutical Diploma with registration with Health Professionals Council of Namibia as a Pharmacist's Assistant or Pharmaceutical Technician. In possession of Current Pharmacy Practice Card.

Key performance areas:

- To ensure that the day-to-day tasks and activities in the assigned warehouse(s) run smoothly, efficiently and effectively, and in accordance with current SOP policies and guidelines enforce, so as to achieve operational goals and objectives
- To support the Pharmacist and Senior Pharmacist's Assistant in the management of Warehouses.
- Ensure that the physical stock in the warehouse is balanced as well as reflecting the stock on SYSSPRO, and to pack the stock on the warehouses according to FIFO/FEFO.
- Ensure that ordered stock is issued according to the picking slip and all stock issued are in the correct quantities, correct expiring date and appropriate quality.
- Ensure that stock out, damaged, expiring stock and fast items moving inventories are reported to the Pharmacist as well as all discrepancies within picking slip documented.

- Maintain an excellent working environment based on teamwork, integrity, handwork and high level of commitment.
- Assist in the implementation of Warehouses' SOP and ensuring that they are adhered to during all performing of all inventory management and warehousing activities.
- Ensure the proper handling of stock and prevent the loss of stock due to theft, damage and expiry.

NB Heavy Duty working Environment, exposed to heavy-duty warehousing equipment

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS
SUB-DIVISION: INVENTORY CONTROL AND WAREHOUSING**

Post Designation	:	Pharmacist Grade 7
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 305,684 – N\$ 365,322 per annum
Fixed overtime	:	N\$ 163, 558 per annum
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum requirements: A B Pharm Degree at NQF Level 8 and Registration as Pharmacist with the Health Professionals Council of Namibia.

Key performance areas:

- Responsible for managing warehouses, ensuring that the stock is picked, crosschecked, packed and handed over to the dispatch designated officer as per relevant SOPs.
- Responsible for maintaining efficient and cost-effective inventory control using SYSPRO inventory management parameters.
- Supervise all activities within an allocated warehouse.
- Supervises picking and processing sales orders.
- Ensure inventory management policies and practises are adhered to.
- Monitor the stock in the respective warehouse and supply pipeline to initiate corrective actions for preventing stock-outs.
- Produce reports/data as required by the Senior Pharmacist.
- Ensure that all sales orders for the allocated warehouse are logged onto the system and that all products ordered are picked, verified, and packed accordingly for delivery.
- Ensure that delivered stock is timeously pulled onto the warehouses from Receiving Section
- Responsible for maintaining efficient warehouse management according to PSC SOPs, as per applicable regulations and international standards.
- Assist in supporting of quantification process of health commodities and supply plan updates.

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- Coordinate with Procurement and Quantification sub-divisions, to providing operational guidance.
- Assist in the preparation of annual, quarterly, monthly, and other relevant reports as well as to ensure the maintenance of reporting schedules

NB Heavy Duty working Environment, exposed to heavy-duty warehousing equipment

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS
SUB-DIVISION: INVENTORY CONTROL AND WAREHOUSING**

Post Designation	:	Senior Administrative Officer 10
2x Posts	:	Windhoek (Head office)
Salary scale	:	N\$ 167, 481 – N\$ 200, 878 per annum
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 13,944 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR A Senior Secondary Certificate (NQF Level 3) or equivalent plus 3 years appropriate experience.

Supplementary requirements: A Diploma or Degree in Warehousing and Logistics and 3-years' experience in Inventory Management and Warehousing will be an added advantage.

Key performance areas:

- To support the Warehouse managers in the management of Warehouses.
- To ensure stock is picked efficiently and in the timely manners to enable timely dispatch of stock to Health Facilities
- Record and capture all main and interim orders accurately and in a timely manner.
- Carry out invoicing and ensure that stock is accurately invoiced on time.
- To monitor that the Warehouse conditions are in good condition per set standards and SOPs
- Assist with ensuring that the physical stock in the warehouse is balanced and reflects the stock on SYSPRO, and; pack the stock on the warehouses according to FIFO/FEFO.
- Ensure that stock is issued in line with the picking slip, with correct quantities, expiry dates, and acceptable quality standards.
- Directly supervise workhands / warehouse managers and assign or delegate tasks to them in their day-to-day handling of stock as per the needs, SOPs or supervisor's request.
- Assist in ensuring that damaged stock, expiring stock, fast items moving stock, stocked-out inventory, as well all discrepancies are reported to Supervisors / Senior Management.

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- Assist in maintaining an excellent working environment based on teamwork, integrity, handwork and a high level of commitment.
- Abide to proper handling of stock and prevent the loss of stock due to theft, damage and expiry.

NB Heavy Duty working Environment, exposed to heavy-duty warehousing equipment

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: PHARMACEUTICAL SERVICES
DIVISION: OPERATIONS
SUB-DIVISION: INVENTORY CONTROL AND WAREHOUSING**

Post Designation	:	Health Program Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 305, 684 – N\$ 365,322 per annum
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Supplementary requirements: A B-degree qualification in Nursing on NQF L7 plus 3-years appropriate experience in Theatre or ICU or Emergency Medicines' Clinical Supplies as a Registered Nurse and registration with the Health Professionals Council of Namibia and in possession of renewal registered Card.

Key performance areas:

- Supervise the receiving, checking, and recording of clinical items in the warehouse to ensure accuracy and compliance with quality standards
- Conduct sampling and evaluation of new clinical supplies and devices to determine their suitability and compliance with standards
- Ensure the accurate documentation and tracking of all incoming and outgoing clinical supplies
- Conduct regular quality checks on clinical items to ensure they meet the required standards and specifications
- Serve as a key member in the annual quantification and forecasting process for clinical supplies
- Participate in the review and updating of clinical supplies specifications at Central Medical Stores
- Attend sub-divisional meetings and meetings with suppliers as required
- Act as a liaison between Pharmaceutical Services and health facilities, ensuring continuous availability and proper management of clinical supplies
- Advise management on the latest trends and developments in clinical supplies usage to support informed decision-making and strategic planning
- Assist in drafting detailed specifications for clinical supplies required for procurement, ensuring clarity and accuracy for purchasing decisions
- Carry out any other functions as may be assigned by the Senior and Chief Pharmacist

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

NB Heavy Duty working Environment, exposed to heavy-duty warehousing equipment

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: PHARMACEUTICAL SERVICES
SUD-DIVISION: RESOURCES MANAGEMENT**

Post Designation	:	Computer Technician Grade 11
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ N\$ 157, 632 – N\$ 177, 946 (P)
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 13, 944 per annum

Minimum Requirements: A National Diploma or equivalent qualification in Information Technology on NQF Level 6.

Supplementary Requirements: Preference will be given to candidates with proficiency in managing ERP systems, particularly Syspro, including certifications thereof. Experience with various MIS tools for data analysis and reporting, as well as experience conducting user training, will be an added advantage.

KEY PERFORMANCE AREAS

- First-line and help desk support for all IT-related queries
- ICT equipment repairs
- Installation and Configuration of ICT equipment
- Receives and records service requests from users
- Attend to identified Software and Hardware technical problems
- Follow-ups and feedback
- Tender evaluation
- Hardware and software Installation
- Responding to daily hardware and software support requests.
- Setting up, maintaining, and upgrading IT equipment across offices.
- Supporting network and printer functionality.
- Ensuring endpoint security through regular updates and antivirus management.
- Assisting with system rollouts, training support, and inventory control.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: PHARMACEUTICAL SUPPLY CHAIN
DIVISION: OPERATIONS
SUBDIVISION: MULTI-REGIONAL MEDICAL DEPOT: OSHAKATI**

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Post Designation	:	Pharmacist Grade 7
2x Posts	:	Oshakati Depot
Salary scale	:	N\$ 305,684 – 365,322 per annum
Fixed overtime	:	N\$ 163, 558 per annum
Transport allowance	:	N\$ 10, 512 per annum
Housing allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration as Pharmacist with the Health Professionals Council of Namibia.

Supplementary requirements: At least two (2) years working experience in supply chain management and distribution.

Key performance areas:

- To effectively and efficiently supervise Warehouses, Receiving and Dispatch Area activities
- Responsible for maintaining efficient and cost-effective inventory control and data analysis using Syspro inventory management parameters
- Assist in the preparation of annual, quarterly, monthly, and other relevant reports, data analysis and order rationalizing at CMS.
- Responsible for the training and education of Pharmacist Interns, Pharmacist students and Pharmacist's Assistants.
- Produce reports/data as required by the Senior Pharmacist.
- Assist in supporting of quantification process of health commodities and supply plans updates
- Periodically supervise all activities within all warehouses at CMS.

Posts to be filled with effect from 08 January 2027 and 04 March 2027, respectively.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: STORES AND ASSET MANAGEMENT
SUBDIVISION: WAREHOUSING AND INVENTORY MANAGEMENT
SECTION: STATIONERY**

Post Designation	:	Senior Administrative Officer Grade 10
1xPost	:	Windhoek (Head office)
Salary Scale	:	N\$167, 481 - N\$ 200, 878
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$13,944 per annum

Minimum requirements: National Diploma (NQF Level 6) in Business Administration or Business Management or Public Administration or Supply Chain or Logistic or Marketing Management plus one (1) year appropriate experience in Stores, Warehousing, Inventory Management
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or Logistics Management OR Senior Secondary Certificate (NQF Level 3) plus three years appropriate experience in Stores or Warehousing or Inventory or Logistics Management.

Supplementary requirements: Candidate must be in possession of a Certificate on Basic Stock Control System. Preference will be given to candidates with two (2) years or more experience in Stores or Warehousing or Inventory or Logistics Management environment.

Duties:

- Coordinate and oversee stores, warehouse, and inventory management activities, ensuring the safe custody, distribution, replenishment, and disposal of stock.
- Monitor compliance with procurement policies, contracts, service level agreements, and corporate governance requirements.
- Coordinate stocktaking exercises, maintain accurate inventory records, prepare stocktaking reports, and respond to audit queries, including Auditor-General and Ministry of Finance submissions.
- Scrutinize and authorize stock requisitions, verify invoices and goods received, and investigate stock losses, theft, damages, and irregularities.
- Conduct inspections, spot checks, and supportive supervisory visits to provide guidance and training on inventory and stores management.
- Prepare reports, circulars, memoranda, correspondence, and budget inputs relating to stores and inventory management.
- Serve on Bid Evaluation Committees, Stocktaking Boards, and other committees as assigned.
- Liaise with internal and external stakeholders to ensure efficient procurement and inventory operations.
- Supervise and manage subordinate staff, including performance management, leave administration, coaching, mentoring, training, and work allocation.
- Oversee the management of assigned vehicles, ensure compliance with attendance and administrative procedures, and act for senior officers when required.
- Perform any other official duties assigned by the supervisor.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: FLEET MANAGEMENT
SUBDIVISION: TRANSPORT MANAGEMENT**

Post designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372, 627– N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: A Diploma on NQF Level 6 or equivalent in Transport Management or Public Management or Logistics and Supply Chain Management or related fields plus six (6) years approximate appropriate experience in related fields.

Supplementary requirement: A Bachelors Degree on NQF Level 7 and a valid driving license will be an added advantage.

Key Performance Area:

- Coordinate and manage the Ministry's transport operations.
- Ensure efficient vehicle allocation and uninterrupted transport services.
- Monitor fleet maintenance, compliance and utilization.
- Monitor transport operational expenditure and reporting.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: FLEET MANAGEMENT
SUBDIVISION: REPAIRS AND MAINTENANCE**

Post designation	:	Control Administrative Officer Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372, 627– N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: A Diploma on NQF Level 6 or equivalent in Transport Management or Public Management or Logistics and Supply Chain Management or related fields plus six (6) years approximate appropriate experience in related fields.

Supplementary requirement: A Bachelors Degree on NQF Level 7 and a valid driving license will be an added advantage.

Key Performance Area:

- Coordinate vehicle repairs and maintenance.
- Monitor fleet servicing and roadworthiness.
- Ensure compliance with maintenance standards and procedures.
- Monitor maintenance expenditure and related reports.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: FLEET MANAGEMENT
SUBDIVISION: VEHICLE ACQUISITIONS AND DISPOSALS
SECTION: VEHICLE ACQUISITIONS AND LICENSING**

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

Post designation	:	Chief Administrative Officer Grade 8
1 x Posts	:	Windhoek (Head office)
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma in Transport Management or Public Management or Logistics and Supply Chain Management or equivalent qualification (NQF Level 6) plus four (4) years appropriate experience.

Supplementary requirements: Approximately four (4) years' experience in Fleet Management or related field.

Key Performance Area:

- Coordinate vehicle acquisitions and licensing.
- Manage vehicle registration and documentation.
- Ensure compliance with acquisition and licensing requirements.
- Maintain vehicle acquisition and licensing records.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: PLANT & FLEET MANAGEMENT
SUBDIVISION: FLEET MANAGEMENT
SECTION: REPAIRS AND MAINTENANCE**

Post designation	:	Senior Artisan Foreman Grade 8
1 x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirements: Completed apprenticeship OR A Trade Diploma issued in terms of existing legislation.

Supplementary requirements: The applicant should be in possession of a valid drivers' license.

Key Performance Area: To ensure timely preventive and corrective maintenance of the vehicle fleet and perform repairs, and inspections of Ministry vehicles to ensure fleet reliability and roadworthiness.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: GENERAL SUPPORT SERVICES
SUBDIVISION: UTILITY SERVICES**

Post designation : Chief Administrative Officer Grade 8
1x Post : Windhoek (Head office)
Salary Scale : N\$ 250,767 – N\$ 299,691
Housing Allowance : N\$ 17, 424 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum Requirements: National Diploma in Public Management or Business Management or Economics or Logistics or Supply Chain Management (NQF Level 6) plus four (4) years appropriate experience.

KEY PERFORMANCE AREA/S

- Coordinate utility support services.
- Manage utility service contracts and operations.
- Ensure compliance with service standards and regulations.
- Monitor utility service delivery and resource utilization.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: GENERAL MANAGEMENT
DIVISION: FLEET MANAGEMENT
SUBDIVISION: FLEET ACQUISITIONS AND DISPOSALS
SECTION: DISPOSAL**

Post designation : Senior Administrative Officer Grade 10
1 x Posts : Windhoek (Head office)
Salary Scale : N\$ 167, 481 – N\$ 200, 878
Housing Allowance : N\$ 13,944 per annum
Transport Allowance : N\$ 10,512 per annum

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR Senior Secondary Certificate or equivalent qualification on NQF L3 plus 3 years appropriate experience.

Supplementary requirements: The applicant should be in possession of a driver's license code B.

Key Performance Area:

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- Coordinate disposal of fleet assets.
- Maintain disposal records and documentation.
- Ensure compliance with disposal policies and procedures.
- Prepare disposal reports and asset updates.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: ATOMIC ENERGY AND NATIONAL RADIATION PROTECTION REGULATOR
DIVISION: RADIATION PROTECTION REGULATOR
SUBDIVISION: INSPECTIONS, LICENCING AND REGISTRATION

Post Designation	:	Senior Radiation Physicist Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372,627 - N\$ 445,325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: A B-degree on NQF L8 in Medical Physics plus one (1) year of experience in a radiation medicine field.

Supplementary requirements: Postgraduate qualification in Medical Physics or Radiation Protection is an added advantage.

Key performance areas:

- Propose and/or support the drafting or updating of policies, legal framework, standards and guidelines relating to notification, review and assessment and inspections
- Oversee and implement Notification System, Review & Assessment Policies, Standards and Guidelines relating to all radiation sources, radioactive and nuclear material and facilities.
- Oversee and facilitate implementation of Inspection Policies, Protocols and Guidelines relating to all radiation sources, radioactive and nuclear material and facilities
- Oversee and implement measure for to enhance compliance with regulatory requirements relating to notification, review and assessment and inspection

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: ATOMIC ENERGY AND NATIONAL RADIATION PROTECTION REGULATOR
DIVISION: RADIATION PROTECTION REGULATOR
SUBDIVISION: INSPECTIONS, LICENCING AND REGISTRATION

Post Designation	:	Radiation Physicist Grade 8
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 250,767 - N\$ 299,691
Transport Allowance	:	N\$ 10, 512 per annum

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Housing Allowance : N\$ 17, 424 per annum

Minimum Requirements: An appropriate Degree on NQF L8, preferably in Natural Sciences (Physics or Chemistry or Engineering or Radiography or Environmental Sciences)

Key performance areas:

- Assist in the drafting or updating of policies, legal framework, standards and guidelines relating to notification, review and assessment and inspections.
- Implement Notification System, Review & Assessment Policies, Standards and Guidelines relating to all radiation sources, radioactive and nuclear material and facilities.
- Implement Inspection Policies, Protocols and Guidelines relating to all radiation sources, radioactive and nuclear material and facilities.
- Implement measure for to enhance compliance with regulatory requirements relating to notification, review and assessment and inspection.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: ATOMIC ENERGY AND NATIONAL RADIATION PROTECTION REGULATOR
DIVISION: NUCLEAR APPLICATIONS
SUBDIVISION: POLICY AND PLANNING

Post Designation : Radiation Physicist Grade 8
1x Post : Windhoek (Head office)
Salary Scale : N\$ 250,767 - N\$ 299,691
Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 17, 424 per annum

Minimum Requirements: An appropriate Degree on NQF L8, preferably in Natural Sciences (Physics or Chemistry or Engineering or Radiography or Environmental Sciences)

Key performance areas:

- maintain a registry of all radiation based practices and sources, both ionising and non-ionising radiation sources,
- implement capacity programme to assure compliance of the operations of facilities and practices with regulatory and legal requirements,
- implement system for authorisation, registration and licensing of all practices and facilities involved in the use of radiation sources and nuclear material,
- implement enforcement programmes to ensure that the review, assessment, authorisation and inspection programmes are integrated and to enforce adherence to legal,
- regulatory requirements and license conditions,
- implement authorization & Enforcement Policies and Guidelines on regulatory requirements for applicants and licensees

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: ATOMIC ENERGY AND NATIONAL RADIATION PROTECTION REGULATOR
DIVISION: NUCLEAR APPLICATIONS
SUBDIVISION: POLICY AND PLANNING**

Post Designation	:	Senior Radiation Physicist Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372,627 - N\$ 445,325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate Degree on NQF L8, preferably in Natural Sciences (Physics or Chemistry or Engineering or Radiography or Environmental Sciences); two (2) years' experience in a nuclear/radiation sciences fields and one(1) year experience in quality management.

Key performance areas:

Develop and maintain an integrated quality management system, including:

- Quality Planning
- Quality Control
- Quality Assurance
- Quality Improvement
- Customer Satisfaction
- Training & Awareness

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: ATOMIC ENERGY AND NATIONAL RADIATION PROTECTION REGULATOR
DIVISION: RADIATION PROTECTION REGULATOR
SUBDIVISION: SCIENTIFIC SERVICES**

Post Designation	:	Radiation Physicist Grade 8
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 276, 867 - N\$ 311, 798 (P)
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate degree on NQF L8 in physics or chemistry or engineering or biology or geology or geophysics, applied environmental science or electronics or telecommunications engineering, or equivalent; experience in the implementation of the ISO/IEC 17025:2017 standard and certification is an added advantage.

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Key performance area:

Implementation of Occupational Monitoring Programme, including:

- General Dosimetry functions.
- Manage data of occupational monitoring.
- Maintaining the Dose Management System.
- Development and maintaining of procedures and work instructions.
- Ensure adherence to ISO/IEC 17025:2017 requirements.
- Research and development. Regulatory compliance.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: ATOMIC ENERGY AND NATIONAL RADIATION PROTECTION REGULATOR
DIVISION: RADIATION PROTECTION REGULATOR
SUBDIVISION: SCIENTIFIC SERVICES

Post Designation	:	Senior Radiation Physicist Grade 6
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372, 627 - N\$ 445, 325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: A B. Degree (NQF 8) in Physics or Chemistry or Engineering or Biology or Geology or Geophysics, applied Environmental Science or Electronics or Telecommunications Engineering, or equivalent. Two-years working experience in telecommunications engineering; Certification in non-ionising radiation (NIR) measurement techniques and understanding of ICNIRP guidelines is an added advantage.

Key performance area:

Management of the following functional areas:

- Implementation of the national non-ionising radiation (NIR) programme and strategy.
- Non-ionising radiation monitoring, measurements and exposure assessment.
- Regulatory compliance and implementation of national and international standards and guidelines.
- Research and development.
- Development and maintenance of databases and inventories.
- Stakeholder engagement, awareness creation and public education.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: POLICY AND PLANNING
DIVISION: POLICY AND PLANNING

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

SUBDIVISION: DEVELOPMENT COOPERATION

Post designation	:	Chief Health Programme Officer Grade 6
1 x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372, 627– N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate B-Degree in Economics or Public Administration or Public Policy or Law or equivalent qualification on NQF Level 7 plus four (4) years relevant in development cooperation.

Supplementary requirements: Candidates must have 4 years' experience in Project Management including Development or Partner Coordination or Community Development or Public Health Administration. Computer Literate, especially Microsoft Office (Word, Excel, PowerPoint, Outlook) skills; Knowledge in development and review of policies and guidelines. Proven report writing skills. Valid Driver's Licence. A Master's Degree will be an added advantage.

Key performance areas:

- Development of guidelines on the coordination and handling of drafting Agreements/ Memorandum of Understanding
- Drafting and finalization of agreements and Memorandum of Understanding
- Drafting and finalization of Ministerial briefs on Biannual National Commissions (BNC) and Joint Permanent Commissions of Cooperation (JPCC)
- Agreed Minutes, Implementation Matrix on BNC, JPCC
- Provide secretariat to projects/programmes Steering
- Committee Meetings in the Ministry
- Support the Ministry Strategic and Annual Planning

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: POLICY AND PLANNING DIVISION: POLICY AND PLANNING SUBDIVISION: POLICY DEVELOPMENT AND PLANNING

Post designation	:	Chief Health Programme Officer Grade 6
1 x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372, 627– N\$ 445, 325
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate B-Degree in Economics or Public Management or Public Policy or Law or equivalent qualification on NQF Level 7, plus four (4) years

relevant experience in public policy formulation, review, implementation strategic planning and drafting of legal frameworks.

Supplementary requirements: An understanding of long- and Medium-term Plans (Vision 2030; National Development Plans; Strategic Plans; Sustainable Development Goals, etc.). Proven analytical skills; proven report writing skills. An understanding of using the logical framework approach and strategic plan matrix in planning. Computer Literate, especially Microsoft Office (Word, Excel, PowerPoint, Outlook) skills. Practical experience policy development, implementation, monitoring and evaluation. Valid Driver's Licence. A Master's Degree will be an added advantage.

Key performance areas:

- Development of guidelines on policy development and planning
- Generate evidence-based information for Policy and Decision-Makers
- Provide secretariat support to the Ministerial Policy Review Committee (MPTC) and National Planning and Management Meetings
- Support the Ministry Strategic and Annual Planning
- Compile the overall MoHSS report

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: POLICY AND PLANNING
DIVISION: POLICY AND PLANNING
SUBDIVISION: POLICY DEVELOPMENT AND PLANNING**

Post designation	:	Senior Health Programme Officer Grade 7
1 x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 305,684 – N\$ 365,322
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: An appropriate 4 years Degree in Social Sciences at NQF level 7 plus two (2) years' experience in strategic planning or related field.

Supplementary requirements: Basic training in social science with particular reference to health planning. Knowledge in development and review of policies and guidelines. An understanding of long- and Medium-term Plans (Vision 2030; National Development Plans. Strategic Plans; Sustainable Development Goals, etc.). Proven analytical skills and report writing skills. Ability to train and mentor with excellent communication and facilitation skills. Computer Literate especially Microsoft Office (Word, Excel, PowerPoint, Outlook) skills. Proven interpersonal skills and ability to work with people from diverse backgrounds.

Key performance areas:

- Development of guidelines on policy development and planning

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- Provide secretariat support to Ministerial Policy Review Committee (MPRC) and National Planning and Management Meetings
- Support the Ministry Strategic and Annual Planning
- Assist in compilation of overall MoHSS Annual Reports

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: TRAINING

Post designation	:	Control Health Programme Officer Grade 5
6xPosts	:	1x Keetmanshoop Regional Health Training Centre
	:	(Keetmanshoop)
	:	1x Otjiwarongo Regional Health Training Centre
	:	(Otjiwarongo)
	:	1x Onandjokwe Regional Health Training Centre
	:	Onandjokwe
	:	1x Oshakati Regional Health Training Centre
	:	Oshakati
	:	1x Rundu Regional Health Training Center (Rundu)
	:	1x Dr Richard Nchabi Kamwi Regional Health Training
	:	Centre (Katima Mulilo)
Scale of Salary	:	N\$ 454,232 - N\$ 543,055
Housing Allowance	:	N\$17,424p.a
Transport Allowance	:	N\$10,512p.a

Minimum Requirements: An appropriate B-Degree or equivalent qualification on NQF Level 7 plus six (6) years appropriate experience.

Supplementary requirement: Preference will be given to candidates with qualifications in Health Care Management or Health Education or Nursing. A least (3) three years of experience at a supervisory level in a training environment will be an added advantage.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: PRIMARY HEALTH CARE SERVICES DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH SERVICES SUB-DIVISION: PUBLIC HYGIENE

Post Designation	:	Chief Health Program Officer Grade 6 (Port Health Services)
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 372,627 – N\$ 445,325

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Transport allowance : N\$10,512 per annum
Housing allowance : N\$17,424 per annum

Minimum requirements: An appropriate B-degree or equivalent qualification on NQF L7 in Environmental Health Sciences plus 4 years of relevant professional experience in Environmental Health practice. Must be registered with the Health Professions Council of Namibia as an Environmental Health Practitioner.

Supplementary requirements: A Postgraduate qualification in public health or Epidemiology or Environmental Health or health sciences or equivalent at NQA level 8 will be an added advantage.

Key Performance Areas

- Develop, review, and implement national policies, strategies, guidelines, and standards for Port Health services.
- Provide technical leadership and support for the implementation of Port Health and environmental health programmes.
- Coordinate the monitoring, evaluation, and reporting of Port Health programme performance.
- Ensure compliance with the International Health Regulations (2005) and strengthen public health preparedness at points of entry.
- Coordinate inspections, surveillance, and response to public health risks and emergencies at points of entry.
- Facilitate training, capacity building, and professional development of Port Health personnel. Strengthen collaboration and coordination with national, regional, and international stakeholders on cross-border public health matters.
- Represent the Ministry in technical committees, meetings, and forums related to Port Health.
- Prepare programme budgets, project proposals, and support resource mobilization for Port Health activities.
- Perform any other official duties assigned by the supervisor.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: PRIMARY HEALTH CARE SERVICES
DIVISION: PUBLIC AND ENVIRONMENTAL HEALTH SERVICES
SUB-DIVISION: PUBLIC HYGIENE

Post Designation : Chief Environmental Health Practitioner Grade 7
(Water & Sanitation)
1x Post : Windhoek (Head office)
Salary Scale : N\$ 305,684 – N\$ 365,322
Transport allowance : N\$10,512 per annum
Housing allowance : N\$17,424 per annum

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Minimum requirement: An appropriate B-degree or equivalent qualification on NQF L7 in Environmental Health Sciences. Registration as Environmental Health Practitioner with Health Professions Council of Namibia.

Supplementary Requirements: Applicant must have 4 years of experience in the field of Environmental Health or water and sanitation. Must have a valid Driver's License.

Key Performance Areas

- Develop, review, and implement national policies, standards, guidelines, and operational procedures for water quality and sanitation.
- Provide technical leadership and support for the implementation of water quality, sanitation, and WASH programmes.
- Coordinate the implementation, monitoring, and evaluation of national water safety and sanitation initiatives.
- Promote compliance with national water quality standards, sanitation regulations, and environmental health best practices.
- Oversee environmental health inspections related to water supply, sanitation facilities, and wastewater management.
- Provide technical support to regional Environmental Health Practitioners in water quality monitoring and sanitation interventions.
- Coordinate training, mentorship, and capacity-building programmes for Environmental Health Practitioners.
- Promote the implementation of water safety plans and sanitation improvement initiatives.
- Perform any other official duties assigned by the supervisor

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES DEVELOPMENT
SUBDIVISION: HUMAN RESOURCES POLICY & PLANNING
SECTION: HUMAN RESOURCES POLICY**

Job Designation	:	Senior Health Programme Officer Grade 7
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 305, 684 – N\$ 365,322
Transport allowance	:	N\$10,512 per annum
Housing allowance	:	N\$17,424 per annum

Minimum requirements: An appropriate B- Degree or equivalent qualification on NQF Level 7.

Supplementary requirements: Candidate should have B-Degree in Human Resources Management or Development or Public Management or Public Administration or Health related professional qualification plus two (2) years appropriate experience in staff development and training activities, training needs assessment and career marketing.

Key duties:

- Coordinate human resource policy and planning activities.
- Implement human resource policies and guidelines.
- Engage with Stakeholders and conduct career marketing activities
- Serve as secretariat to Ministerial Fellowship Committee
- Conduct workforce planning.
- Monitor policy implementation and compliance.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**EXECUTIVE MANAGEMENT
DIVISION: SECURITY AND RISK MANAGEMENT**

Post designation	:	Security Operations Officer Grade 8
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: A National Diploma in either Security Management or Police Science or Correctional Service or Military Science on NQF Level 6 plus three (3) years appropriate experience in a security environment.

Supplementary requirements: Confirmation of probation is subject to the successful completion of the Security Awareness training by Namibia Central Intelligence Service (NCIS). Possession of a valid driver's licence is a prerequisite.

An appointment is subject to vetting.

KEY DUTIES

- Organise, monitor, coordinate, supervise and control the implementation of the physical security programs of the Ministry of Health and Social Services.
- Provide security advice, manage security systems and investigate security incidents.
- Perform any other security-related duties as assigned by the supervisor.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**EXECUTIVE MANAGEMENT
DIVISION: SECURITY AND RISK MANAGEMENT**

Post designation	:	Security Operations Assistant Grade 12
1x Post	:	Windhoek (Head office)
Salary Scale	:	N\$ 113, 141 – N\$ 135, 702
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: Senior Secondary Certificate or equivalent qualification on NQF L3. A completed police or military or correctional services or security management basic training is essential.

Supplementary requirements: Confirmation of probation is subject to the successful completion of the Security Awareness training by Namibia Central Intelligence Service (NCIS). Possession of a valid driver's license is a prerequisite.

NB: An appointment is subject to vetting.

KEY DUTIES

- Assist in implementing the Ministry's physical security programmes by conducting security patrols, monitoring security systems and complying with approved security procedures and standing instructions.
- Operate and monitor security systems, report security incidents, and assist in maintaining the safety and security of staff members, assets, information and premises.
- Perform any other security-related duties as assigned by the supervisor.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**EXECUTIVE MANAGEMENT
DIVISION: INTERNAL AUDIT**

Post designation	:	Internal Auditor Grade 8
3x Posts	:	Windhoek (Head office)
Salary Scale	:	N\$ 250,767 – N\$ 299,691
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum Requirements: An appropriate Bachelor's degree in Internal Auditing or Accounting or Finance or Business Administration or Risk Management or information systems auditing or another closely related discipline on NQF Level 7 plus 3 years appropriate experience.

Specific requirements: A professional designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Information Systems

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Auditor will be an added advantage. The candidate should have strong analytical and problem-solving skills, good numerical and report-writing abilities, and excellent written and verbal communication skills. High ethical standards, integrity and objectivity, attention to detail, sound judgment with good organizational and time management skills. The ability to work independently as well as collaboratively within a team and also be required to work outside of duty station. An ability to build positive working relationships with stakeholders while maintaining independence and professional skepticism. Must have a driver's license.

NB: Appointment to this position is subject to a satisfactory vetting process.

KEY DUTIES

- Conduct risk assessments and internal control reviews.
- Evaluate the effectiveness of financial, administrative, and operational systems.
- Perform internal audits in accordance with approved audit plans and standards.
- Assess compliance with policies, legislation, and internal procedures.
- Identify risks, control weaknesses, and operational deficiencies.
- Prepare audit findings, reports, and recommendations.
- Monitor the implementation of agreed-upon corrective actions.
- Maintain audit working papers and supporting documentation.
- Provide technical advice on risk management and internal control improvements.
- Perform any other audit and risk management duties assigned by the supervisor.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: FINANCE, PROCUREMENT, AND ASSET MANAGEMENT
DIVISION: EXPENDITURE
SUBDIVISION: ACCOUNTS PAYABLE

Post Designation	:	Accounts Assistant Grade 11
2 x Posts	:	Windhoek (Head office)
Salary scale	:	N\$ 139, 636 – N\$ 167, 481
Housing Allowance	:	N\$13, 944 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum requirements: Senior Secondary Certificate on NQF L3 or equivalent qualification.

Supplementary requirements: Understanding of registry and record management processes, basic theoretical background/knowledge in finance, proven proficiency in Microsoft Office programmes; time management, planning and organizing skills, and confidentiality. Basic computer skills.

Key performance areas:

- Manage registry activities, including the classification, coding, labeling, cross-referencing, and safekeeping of records and documents.
- Assist auditors by providing accurate and timely information and documentation as required.
- Compile and maintain monthly registry statistics and reports;
- Control the movement of files within and outside of the office;
- Ensure compliance with and implementation of ministerial and government legislation, policies, regulations, Treasury Instructions, and procedural manuals;
- Prepare and create new files in accordance with established records management procedures;
- Administer both manual and electronic filing systems to ensure efficient record management;
- Generate and provide reports on registry-related matters as required by management;

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: EXPENDITURE
SUBDIVISION: DAILY SUBSTANCES ALLOWANCE (DSA)

Post Designation	:	Senior Accountant Grade 7
1 x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 305, 684 – N\$ 365, 322
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum requirements: An appropriate Diploma on NQF L6 majoring in Accounting.

Supplementary requirements: Three (3) years' appropriate experience as an Accountant in the Public Service. Applicants must possess extensive knowledge of the Integrated Financial Management System (IFMS), particularly the Daily Subsistence Allowance (DSA) module. A valid Code B (08) driver's licence will be an added advantage.

Key performance areas:

- Coordinate and supervise the administration of Daily Subsistence Allowance (DSA) payments, claims, reconciliations, and recoveries.
- Verify and approve financial transactions, journals, and refunds in compliance with applicable financial legislation, policies, and procedures.
- Monitor outstanding claims, resolve payment discrepancies, and liaise with stakeholders on DSA-related matters.
- Prepare reports, respond to audit queries, and identify and report financial irregularities.
- Supervise and mentor subordinate staff, monitor performance, and ensure compliance with financial regulations.
- Act on behalf of the chief accountant when required and perform any other duties assigned by the supervisor.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: FINANCE AND PROCUREMENT
DIVISION: EXPENDITURE
SUBDIVISION: PAYROLL**

Post Designation	:	Senior Accountant Grade 7
1x Post	:	Windhoek (Head office)
Salary scale	:	N\$ 305, 684 – N\$ 365, 322
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum requirements: Appropriate Diploma on NQF Level 6 majoring in Accounting.

Supplementary requirements: Five (5) years' appropriate experience as an accountant, with at least three (3) years' experience in the Public Service or equivalent sector, will be an added advantage. Applicants must possess extensive knowledge of the Integrated Financial Management System (IFMS), particularly the Payroll module. A valid Code B (08) driver's licence will be an added advantage.

Key performance areas:

- Coordinate and supervise payroll administration, including salary payments, allowances, deductions, and payroll adjustments.
- Verify payroll transactions, retirement benefits, reconciliations, and statutory compliance in accordance with financial regulations.
- Monitor payroll overpayments, underpayments, rejections, recalls, and ensure timely corrective action.
- Prepare and review payroll reports, respond to audit queries, and liaise with regional offices and other stakeholders on payroll matters.
- Supervise and mentor subordinate staff, monitor performance, and ensure compliance with payroll policies and procedures.
- Act on behalf of the Chief Accountant when required and perform any other duties assigned by the supervisor.

Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office, Head office, Tel. No.: 061-2032189/2082/2388.

**DIRECTORATE: SPECIAL PROGRAMS
DIVISION: SPECIAL DISEASE PROGRAM (HEALTH SECTOR)
SUBDIVISION: MALARIA CONTROL**

Job designation	:	Control Health Programme Officer Grade 5
1x Post	:	Oshakati (Duty Station)

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Scale of salary	:	N\$454,232 - 543,055
Housing Allowance	:	N\$17,424p.a
Transport Allowance	:	N\$10,512 p.a

Minimum Requirements: An appropriate B-degree in Entomology or Environmental Science on NQF Level 7 plus six (6) years' experience in the applied fields of entomology and malaria vector control.

Supplementary requirement: Candidate must have the ability to perform molecular and biochemical techniques for mosquito species identification and detection of insecticide resistance allele frequency and mechanisms. Strong experience in conducting field entomological activities such as larval collections, human landing catches, pyrethrum spray catches and CDC light traps as well as familiarity with the standard procedures for conducting collections. Solid experience in coordination of field work and data collection. Master's degree in Entomology or Environmental Science is an added advantage.

MAIN DUTIES:

- Provide technical leadership and advisory support on malaria entomology and vector control.
- Develop and implement national entomological strategies, policies, and operational plans.
- Support regional and district teams in planning and implementing entomological surveillance and vector control activities.
- Coordinate entomological surveillance, monitoring, and insecticide resistance management.
- Analyze, interpret, and utilize entomological data to inform malaria control interventions.
- Develop and update technical guidelines, standard operating procedures, and training materials.
- Provide technical oversight for entomological studies, surveys, and operational research.
- Coordinate the integration and management of entomological data within malaria information systems.
- Develop and manage budgets for entomological surveillance and vector control activities.
- Build the capacity of health workers through training, mentorship, and technical support.
- Foster collaboration with government institutions, research organizations, development partners, and other stakeholders.
- Prepare technical reports, presentations, and recommendations to support program implementation and decision-making.
- Perform any other related duties as assigned by the supervisor

Applications must be addressed to:

**The Executive Director
Ministry of Health and Social Services, Head Office,
Private Bag 13198,
Windhoek.**

**Hand delivery to:
Human Resources Management office,
Ministerial Building (Head Office) Harvey Street,
Windhoek.**

**Enquiries: Ms. NT Tauya or Ms. W. Shaalukeni, Human Resource Management Office,
Head office, Tel. No.: 061-2032189/2082/2388.**

**DIRECTORATE: KAVANGO EAST REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES, RUNDU
SUBDIVISION: PRIMARY HEALTH CARE**

Post Designation	:	Medical Officer Grade 5
1x Post	:	Rundu Health Centre
Salary scale	:	N\$ 454, 232 – N\$ 543, 055
Fixed overtime	:	N\$ 243, 089 per annum
Motor Vehicle Allowance	:	N\$ 85, 063 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as Medical Practitioner with the Health Professions Council of Namibia. A valid HPCNA registration certificate and maintenance registration card (proof must be attached).

Enquiries: Mr. Petrus M. Mbambo/Ms. Marjana J. Shipanga Tel: 066 265 548

Application must address to:

**The Acting Regional Director
Ministry of Health and Social Services
Kavango Region
Private Bag 2094
Rundu**

Or submit the application at RMT, Human Resource Office No. D19 and Human Resource office in Rundu district.

DIRECTORATE: | | KHARAS REGION
DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP,
KARASBURG AND LUDERITZ
SUBDIVISION DISTRICT HOSPITAL, SECTION PROFESSIONAL SERVICES
SUBSECTION MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
5 x Post	:	3x Keetmanshoop 1x Karasburg 1x Luderitz
Salary scale	:	N\$ 454, 232 – N\$ 543, 055
Fixed Overtime	:	N\$ 243, 089 per annum
Motor Vehicle Allowance	:	N\$ 85, 063 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration as Medical Officer with the Medical and Dental Council of Namibia. Proof to be attached of the current practicing card (2026/2027) and license to practice.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KARASBURG DISTRICT
SECTION HEALTH CENTRE AUSSENKEHR
SECTION: PROFESSIONAL SERVICES
SUBSECTION: MEDICAL SERVICES

Post Designation	:	Medical Officer Grade 5
2 x Post	:	2x Aussenkher
Salary scale	:	N\$ 454, 232 – N\$ 543, 055
Fixed Overtime	:	N\$ 243, 089per annum
Motor Vehicle Allowance	:	N\$ 85, 063 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration as Medical Officer with the Medical and Dental Council of Namibia. Proof to be attached of the current practicing card (2026/2027) and license to practice

DIVISION: CURATIVE SERVICES
SUBDIVISION MEDICAL SERVICES AND DIVISION DISTRICT HEALTH AND SOCIAL WELFARE
SERVICES: KEETMANSHOOP

Post Designation	:	Chief Medical Officer Grade 3
2x Posts	:	1x RMT 1x Keetmanshoop District
Salary scale	:	N\$ 582, 333 – N\$ 617, 976
Fixed Overtime	:	N\$ 292, 575 per annum
Motor Vehicle Allowance	:	N\$ 123, 633 per annum

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Housing Benefit : N\$ 131, 280 per annum

Minimum requirements: Registration as Medical Officer with the Medical and Dental Council of Namibia plus five (5) years working experience as a Medical Officer. Proof to be attached of the current practicing card (2026/2027) and license to practice.

Supplementary Requirements: The candidate must have worked at least two (2) years at a level of Senior Medical Officer Grade 4 or equivalent.

DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP

SUBDIVISION: DISTRICT HOSPITAL KEETMANSHOOP

Post Designation : Senior Medical Officer Grade 4
3x Posts : 1 x Unit ICU
1 x Unit Dialysis
1 x Unit Emergency
Salary Scale : N\$ 543, 055 – N\$ 570, 914
Motor Vehicle Allowance
Capital cost : N\$ 83, 106 per annum and
Running cost : N\$ 27, 811 per annum)
Fixed Overtime : N\$ 271, 530 per annum
Housing Benefit : N\$ 121, 560 per annum

Minimum Requirements: Registration with the Health Professions Council of Namibia as a Medical Officer plus approximately three (3) years appropriate experience as a Medical Officer. Proof to be attached of the current practicing card (2026/2027) and license to practice. Experience in Nephrology & Dialysis, Emergency Care and ICU will be an added advantage.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP,
SUBDIVISION: DISTRICT HOSPITAL KEETMANSHOOP, SECTION PROFESSIONAL SERVICES,
SUBSECTION DENTAL SERVICES**

Post Designation : Dentist Grade 4
1x Post : Keetmanshoop District Hospital
Salary Scale : N\$ 543, 055 – N\$ 570, 914
Motor Vehicle Allowance
Capital cost : N\$ 83, 106 per annum
Running cost : N\$ 27, 811 per annum
Fixed Overtime : N\$ 271, 530 per annum
Housing Benefit : N\$ 121, 560 per annum

Minimum requirements: Registration as a Dentist with Medical and Dental Council of Namibia plus (3) years' appropriate experience. Proof to be attached of the current practicing card (2026/2027) and license to practice.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP,
KARASBURG AND LUDERITZ
SUBDIVISION DISTRICT HOSPITAL, SECTION PROFESSIONAL SERVICES
SUBSECTION PARAMEDICAL AND SUPPORT SERVICES
UNIT RADIOGRAPHIC SERVICES**

Post Designation	:	Radiographer Grade 7
3 x Post	:	1x Keetmanshoop 1x Karasburg 1x Luderitz
Salary scale	:	N\$ 305, 684 – N\$ 356, 322
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirement: Registration as a Radiographer with the Health Professions Council of Namibia. Proof to be attached of the current practicing card (2026/2027) and license to practice.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP
SUBDIVISION DISTRICT HOSPITAL, SECTION PROFESSIONAL SERVICES
SUBSECTION PARAMEDICAL AND SUPPORT SERVICES
UNIT RADIOGRAPHIC SERVICES**

Post Designation	:	Senior Radiographer Grade 6
1 x Post	:	Keetmanshoop
Salary scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirement: Registration as a Radiographer with the Health Professions Council of Namibia plus approximately three (3) years appropriate experience as a Radiographer. Proof to be attached of the current practicing card (2026/2027) and license to practice.

**DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP
SUBDIVISION RESOURCE MANAGEMENT, SECTION ADMINISTRATIVE SUPPORT SERVICES**

Post Designation	:	Senior Administrative Officer Grade 10
1 x Post	:	Keetmanshoop
Salary scale	:	N\$ 167, 481 – N\$ 200, 878
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

Minimum requirements: Senior Secondary Certificate or Equivalent Certificate plus approximately three (3) years' appropriate experience **OR** a National Diploma /equivalent qualification on NQF Level 6 plus one (1) year appropriate experience. Applicants in the Public Service must attach a confirmation of probation.

Supplementary Requirements: The candidate with a Senior Secondary Certificate must at least have 20 points with an E- symbol in English.

SUBDIVISION HEALTH INFORMATION AND RESEARCH

Post Designation : Chief Health Programme Officer Grade 6
1 x Post : Keetmanshoop (Regional Management Office)
Salary scale : N\$ 372, 627 – N\$ 445, 325
Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 17, 424 per annum

Minimum requirements: A B-Degree or equivalent qualification NQF Level 7 majoring in Health Information System or Epidemiology, or Public Health plus approximately four (4) years' experience.

Supplementary Requirements: The candidate must have worked at least four (4) years at a level of Senior Health Programme Officer Grade 7 or equivalent job level.

DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP SUBDIVISION PLANNING AND INSTITUTIONAL DEVELOPMENT

Post Designation : Chief Health Programme Officer Grade 6
1 x Post : Keetmanshoop District
Salary scale : N\$ 372, 627 – N\$ 445, 325
Transport Allowance : N\$ 10, 512 per annum
Housing Allowance : N\$ 17, 424 per annum

Minimum requirements: A B-Degree or equivalent qualification NQF Level 7 plus approximately four (4) years' experience.

Supplementary Requirements: The candidate must have worked at least four (4) years at a level of Senior Health Programme Officer / Senior Human Resource Practitioner Grade 7 or equivalent job level.

SUBDIVISION HEALTH INFORMATION AND RESEARCH SECTION HEALTH INFORMATION SYSTEM AND EPIDEMIOLOGY

Post Designation : Senior Health Programme Officer Grade 7

1 x Post	:	Keetmanshoop Regional Management Office
Salary scale	:	N\$ 305, 684 – N\$ 356, 322
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: An appropriate B-Degree or equivalent qualification on NQF L7 majoring in Health Information Systems or Epidemiology or Public Health related field plus appropriate two (2) years' of experience.

DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP AND LUDERITZ

SUBDIVISION: SOCIAL WELFARE SERVICES, UNIT MEDICAL SOCIAL WORK

Post Designation	:	Senior Social Worker Grade 7
2 x Posts	:	1x Luderitz 1x Karasburg
Salary scale	:	N\$ 305, 684 – N\$ 356, 322
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration with the Health Professions Council of Namibia plus approximately three (3) years' experience. Proof to be attached of the current practicing card (2026/2027) and license to practice.

**DIVISION: DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KARASBURG
SUBDIVISION: ENVIRONMENTAL HEALTH SERVICES**

Post Designation	:	Senior Environmental Health Practitioner Grade 8
1 x Post	:	Karasburg District Hospital
Salary scale	:	N\$ 250, 767 – N\$ 299, 691
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration as Environmental Health Practitioner at the Health Professions Council of Namibia. Proof to be attached of the current practicing card (2026/2027) and license to practice.

Supplementary requirements: candidates must possess three (3) years' appropriate experience.

DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP, ORANJEMUND AND KARASBURG

SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Social Worker Grade 8
5 x Posts	:	2X Keetmanshoop

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		2x Karasburg
		1x Oranjemund
Salary scale	:	N\$ 250, 767 – N\$ 299, 691
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration with the Health Professions Council of Namibia. Proof to be attached of the current practicing card (2026/2027) and license to practice.

DIVISION CURATIVE SERVICES
SUBDIVISION PHARMACEUTICAL SERVICES

Post Designation	:	Chief Pharmacist Grade 5
1 x Post	:	Keetmanshoop (Regional Management Office)
Salary scale	:	N\$ 454, 232 – N\$ 543, 055
Fixed overtime	:	N\$ 243, 089 per annum
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration as Pharmacist with the Health Profession Council of Namibia plus five (5) years working experience as a Pharmacist. Proof to be attached of the current practicing card (2026/2027) and license to practice.

Supplementary Requirements: The candidate must have worked at least of which two (2) years at a level of Senior Pharmacist Grade 6.

DIVISION CURATIVE SERVICES
SUBDIVISION FAMILY HEALTH SERVICES

Post Designation	:	Control Health Programme Officer Grade 5
1x Post	:	Keetmanshoop (Regional Management Office)
Salary Scale	:	N\$ 454, 232 – N\$ 543, 055
Housing Allowance	:	N\$ 17, 424 (Housing) per annum
Transport Allowance	:	N\$ 10, 512 (Transport) per annum

Minimum Requirements: An appropriate Bachelor Degree or equivalent qualification on NQF Level 7 plus approximately six years (6) years' experience. Registered with the Health Professions Council of Namibia. Proof to be attached of the current practicing card (2026/2027) and license to practice.

Supplementary Requirements: The candidate must have worked at least two (2) years on the level of a Chief Health Programme Officer Grade 6.

DIVISION: CURATIVE SERVICES
SUBDIVISION: NURSING SERVICES

Post Designation	:	Control Registered Nurse Grade 5
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PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

1x Post	:	Keetmanshoop (Regional Management Office)
Salary Scale	:	N\$ 454, 232 x – N\$ 543, 055
Allowances	:	N\$ 17, 424 (Housing) per annum
	:	N\$ 10, 512 (Transport) per annum

Minimum Requirements: Registered with the Health Professions Council of Namibia plus approximately six years (6) years' work experience of which one (1) year must be on the level of a Chief Registered Nurse Grade 6. Proof to be attached of the current practicing card (2026/2027) and license to practice.

DIRECTORATE: | | KHARAS REGION

DIVISION: REHABILITATION AND SOCIAL WELFARE SERVICES SUBDIVISION: SOCIAL WELFARE SERVICES

Post Designation	:	Control Social Worker Grade 5
1x Post	:	Keetmanshoop (Regional Management Office)
Salary Scale	:	N\$ 454, 232 x – N\$ 543, 055
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registered as a Social Worker with the Health Professions Council of Namibia plus approximately six years (6) years' work experience. Candidates from outside the Public Service must attach proof of current job level and scope of work. Proof to be attached of the current practicing card (2026/2027) and license to practice.

Supplementary Requirements: The candidate must have worked at least three (3) years must be on the level of a Chief Social Worker Grade 6 OR equivalent job level. Candidates from outside the Public Service must attach proof of current job level and scope of work.

DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP SUBDIVISION SOCIAL WELFARE SERVICES

Post Designation	:	Chief Social Worker Grade 6
1x Post	:	1x Keetmanshoop District
Salary scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia plus approximately four (4) years' experience. Proof to be attached of the current practicing card (2026/2027) and license to practice.

Supplementary Requirements: The candidate must have worked at least three (3) years must be on the level of a Senior Social Worker Grade 7 OR equivalent job level. Candidates from outside the Public Service must attach proof of current job level and scope of work.

**DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP
SUBDIVISION SOCIAL WELFARE SERVICES**

Post Designation	:	Senior Social Worker Grade 7
1x Post	:	1x Keetmanshoop District
Salary scale	:	N\$ 305, 684 – N\$ 356, 322
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Social Worker with the Health Professions Council of Namibia plus approximately three (3) years' experience. Proof to be attached of the current practicing card (2026/2027) and license to practice.

**DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP
SUBDIVISION DISTRICT PRIMARY HEALTH CARE**

Post Designation	:	Chief Registered Nurse Grade 6
1x Post	:	1x Keetmanshoop (PHC Office)
Salary scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: Registration as a Registered Nurse with the Health Professions Council of Namibia plus approximately five (5) years' experience of which two (2) year must be at a level of Senior Registered Nurse Grade 7 OR equivalent job level. Candidates from outside the Public Service must attached proof of current job level and scope of work. Proof to be attached of the current practicing card (2026/2027) and license to practice.

**DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES: KEETMANSHOOP, LUDERITZ
AND KARASBURG,**

**SUBDIVISION: DISTRICT HOSPITAL KEETMANSHOOP, LUDERITZ, KARASBURG, SECTION:
NURSING SERVICES**

&

**SUBDIVISION: DISTRICT PRIMARY HEALTH CARE SERVICES: KEETMANSHOOP AND
KARASBURG**

**SUBDIVISION DISTRICT PRIMARY HEALTH CARE
SECTION: HEALTH CENTRE AUSSENKEHR**

Post Designation	:	Senior Registered Nurse Grade 7
5x Posts	:	1x District Hospital Keetmanshoop (Matron) 1x District Hospital Lüderitz (Matron) 1x District Hospital Karasburg (Matron) 1x District Keetmanshoop (PHC Office) 1x Aussenkehr Health Centre (PHC)
Salary scale	:	N\$ 291, 128 – N\$ 347, 926
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements: Registration as a Nurse Practitioner (Previously referred to as a Registered Nurse -RN) and Midwife with the Health Professions Council of Namibia plus approximately three (3) years' experience. Proof to be attached of the current (2026/2027) Namibian Council registration.

**DIVISION DISTRICT HEALTH AND SOCIAL WELFARE SERVICES:
KEETMANSHOOP, SUBDIVISION DISTRICT HOSPITAL KEETMANSHOOP,
SUBSECTION PARAMEDICAL AND CLINICAL SUPPORT SERVICES
UNIT: PHYSIOTHERAPY**

Post Designation	:	Senior Physiotherapist Grade 6
1x Post	:	1x Keetmanshoop (District Hospital)
Salary scale	:	N\$ 372, 627 – N\$ 445, 325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum requirements: Registration as a Physiotherapist with the Health Professions Council of Namibia plus approximately three (3) years' experience. Proof to be attached of the current practicing card (2026/2027) and license to practice.

Application must be addressed to:

**The Director, Ministry of Health and Social Welfare Services
Private Bag 2101
Keetmanshoop.**

Enquiries: Ms. Sandra !Owoses, Tel No:063 2209186 OR Mr. Mervin E. Fisch, Human Resource Management Office, Tel No: 063 2209066
